



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** HR Operations Deputy Group Lead

**Position Number:** CO096

**Position Grade:** GS-14

**Salary Range:** \$106,823 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 02/17/2022 –03/04/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/COO/HRM

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions grade may apply.



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## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. The COO oversees the internal management of the ODNI.

Human Resource Management (HRM) provides its customers with a full range of Human Resources support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. HRM staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on customer service.

## Major Duties and Responsibilities (MDRs)

Serve as a Deputy Group Lead in a busy, fast-paced HR office, leading a team of contractors and serving as focal point for customer/component HR requirements.

Serve as point-of-contact for resolving issues raised by management and staff by conducting research and providing interpretations of the appropriate HR laws, regulations, policies, procedures, and/or handbooks.

Cultivate and maintain productive working relationships with colleagues, HR managers, and customers as appropriate and use these relationships to share information of interest and explain the specifics of HR programs.

Develop and present written and oral briefings to internal and external customers on HR issues and explain complex information to clients and stakeholders in a clear and consistent manner.

Provide direction to ODNI and/or IC managers in program planning, design, development, and implementation in one or more areas of HC subject matter expertise.



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Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Incorporate effective management techniques to motivate, mentor, and promote a culture of knowledge sharing and teamwork.

## **Mandatory and Educational Requirements**

Extensive knowledge of HRM principles, concepts, regulations, and practices, and consultative skills sufficient to plan and manage HR functions for ODNI and/or IC programs.

Demonstrated ability to represent HR and ODNI in a positive, proactive manner and ability to manage competing priorities while adhering to strict deadlines.

Demonstrated program management, analytic, and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation HC programs.

Demonstrated ability to communicate, both verbally and in writing, information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

At least six years of progressively responsible experience in HR.

## **Key Requirements and How to Apply**

### **Internal ODNI Candidates:**

#### **A complete application package must include:**

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

### **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



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## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone 703-275-3799 Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**